

**Columbia Neighborhood Center (CNC) and Columbia Middle School
Facility Rental Policy and Fee Schedule
Effective August 1, 2013**

PHILOSOPHY

Columbia Neighborhood Center (CNC) is operated in partnership between City of Sunnyvale and Sunnyvale School District at the Columbia Middle School Site (CMS). In accordance with the Master Agreement for the Operation of CNC, the purpose of CNC is to provide social, educational health, leisure and recreational opportunities for the primary benefit of the students and the surrounding community in the CNC service area. Therefore, priority use of all facilities at CNC and CMS is youth and family programs and services initiated by School or Center, as defined below.

When the facility is not being used by the School or the Center, the facility may be rented by others (e.g. Non-profit Organizations, General Public, Private Groups/Organizations, etc.). CNC staff will consider applications for facility rental requests for available times.

If CNC staff determine that a request to use the facility may result in more cost to the CNC than what is budgeted to support facility rental or is recoverable by facility rental fees, CNC reserves the right to reject requests or end permits to use the facility.

CLASSIFICATION OF USERS

School and City Users – No charge

Use of space by school or city staff for school, CNC, or neighborhood outreach purposes (e.g. school district /city community feedback or information meetings that are facilitated and supervised by school/city staff). Requires approval from school principal or CNC manager.

Non-profit Organizations – Discounted rate

Must provide copy of organization's 501c3 including address, description of goals and activities, organizational structure, letter from president authorizing one member as the facility rental contact, and other information as needed.

General Public, Private Groups/Organizations, Other – Basic rate

All other users fall under this category.

Parties interested in providing services in line with CNC's mission and goals should contact the CNC manager.

FACILITY RENTAL RATE SCHEDULE

Note: Figures are cost per hour unless otherwise noted. Additional charges for support services may apply.

FACILITY	Basic Rate	Discounted Rate
CNC Gymnasium	\$110 per hour	\$90 per hour

Additional Equipment/Set-up**\$50 for use of fold-up chairs & tables**

CNC has limited folding chairs and tables available for use at a flat fee of \$50 per reservation when users set up and break down themselves. If necessary, CNC can assign set-up and break down responsibilities to a facility attendant and include the time and hourly rate necessary for a facility attendant to set up and break down as part of the reservation. To request chairs, tables and/or set-up, users must note this on their reservation request and contact the CNC with their request a minimum of 2 weeks advance notice prior to the facility rental date. Other meeting/sports equipment may be available through the CNC for an additional fee. Please contact the CNC in advance to find out what is available.

Insurance Requirement

All users, except for school and city users, must provide a certificate of insurance showing evidence general liability insurance with limits of no less than \$1,000,000 per occurrence. Also, users must provide an additional insured endorsement that names the Columbia Neighborhood Center, Sunnyvale School District and City of Sunnyvale, and its employees, officers and agents as additional insureds for the dates of the facility rental.

Cancellation and Refund

In rare and unforeseen situations, CNC reserves the right to cancel a facility reservation when School or its own programs must use the facility and a full refund will be processed and mailed within 15 business days.

If a facility rental request has been processed and a cancellation is requested by the renter, CNC requests as much advance notice of the cancellation as possible. If the cancellation is communicated in writing to CNC staff with a minimum of 2 weeks advance notice from scheduled use date, no penalties will be assessed.

If the cancellation is communicated in writing to CNC staff with less than 2 weeks advance notice from scheduled use date, 100% of security deposit will be withheld and a refund of the rental fees collected will be processed and mailed within 15 business days.

Contact Information

For any questions or inquiries about facility rentals contact:

Geraldo Cadenas

gcadenas@sunnyvale.ca.gov

(408) 730-7804